

Major Works Sub-Committee Meeting
Tuesday 12th March 2024, 5:30pm.

**Attendees:**

Michael Adu (MA)	Co-opted Director, Chair of MW Sub-Committee
Christine Parsons (CP)	JMB Chair, Director, Crosby, Lockyer and Hamilton TRA
John Lynch (JL)	JMB Vice-Chair, Director, Crosby, Lockyer and Hamilton TRA
Peter Skelton (PS)	Director, Lawson TRA
Clive Shaw (CS)	Director, Kipling TRA
Peter Baffoe (PB)	Co-opted Director
Pauline Kirlew	Resident, Lawson Estate
Nick Pandy (NP)	Resident, Kipling Estate
Emma Crookes (EC)	Resident, Kipling Estate
Gaye Rawleen-Kirkwood (GRK)	Resident, Kipling Estate
Marcela Vaz (MV)	Resident, Kipling Estate
Serge Corti (SC)	Interim Head of Property Services
Ian Cade (IC)	Interim Major Works Manager
Igor Novokreshchenov (IN)	Resident Engagement and Board Support Officer

Apologies: Abimbola Akinwumi.

Minute-taker: Igor Novokreshchenov.

<u>Agenda</u>	<u>Key Points</u>	<u>Actions Agreed</u>
1.	<p><u>Welcome and apologies</u></p> <p>MA opened the meeting and took apology from Abimbola Akinwumi. Attendees introduced themselves.</p>	
2.	<p><u>Terms of Reference review</u></p> <p>IN explained that the Sub-Committee's Terms of Reference need to reflect the latest changes in the JMB Constitution, namely, that non-residents cannot be members and therefore cannot participate in members-only operations and activities.</p> <p><i>Directors agree for the ToR to be changed accordingly.</i></p>	
3.	<p><u>Minutes of the last meeting</u></p>	
3.1	<p>Actions from the minutes:</p> <p>1) CEO is to give update about the situation with the Meakin heating system at the Major Works Sub-Committee</p>	

	<p>meeting in March – actioned by SC below.</p> <p>2) Homeownership Services Officer to action support from Housing Officers for residents who require Aid & Adaptation installations. – ongoing, for update at next meeting.</p> <p>3) SC to commission Type 4 Fire Risk Assessment and Fire Strategy for Simla & Burwash – ongoing.</p> <p>4) JMB is to write to Hamilton Sq residents and organise on-site meeting regarding ongoing issues. – IC and SC to write to Hamilton Square, copying CP into the communication.</p> <p style="text-align: center;"><i>Minutes approved.</i></p>	
4.	<u>Bathroom Renewals update</u>	
4.1	<p>Verbal update from SC.</p> <p>The Bathroom Renewals are currently suspended. This has not been communicated to everyone affected: SC is to go through the list of residents for whom works were scheduled/announced and update those who were missed in the previous round of communications.</p>	
4.2	<p>CP recalled that the previous Major Works Manager, at Directors' request, put together a list of residents in need of OT bathrooms: 12 residents were on it. The RSO were to help with applications to the Council. This was agreed at one of the previous Major Works meetings. CP told SC that the Directors want him to revisit that list and assess what actions, if any, are outstanding for those residents.</p>	<p>Action: SC to review the list of residents due for an OT bathroom assessment and review what still needs to be done.</p>
5.	<u>Major Works Programme Status Report</u>	
5.1	<p>1) Hamilton Square works are still facing significant delays. SC has not visited Number 17 yet but the contractor did. The issue was identified: there is no need for a scaffold to remedy it. The contractor is working on the 12 balconies that require repairs. SC and IC are working on the repairs programme that they will notify Directors about as soon as they have it completed. The programme is expected to take between 2 and 3 weeks to complete.</p>	<p>Action: SC and IC to inform Directors about MW programme on Hamilton Square.</p>
5.2	<p>JL asked about items left behind by the scaffolding. SC confirmed that those will be removed by the contractor. CP pointed out that Hamilton Sq works were supposed to be 3-months job that stretched over 1.5 years. CP stressed that communication is key and both the residents and the Directors were not kept up to date.</p>	

	<p>CP asked if any money can be claimed back for the delays. SC replied that he will review the accounts for these works and feedback his findings to the Directors.</p> <p>CP recalled that before the works started, there were meetings between the JMB, the Hamilton Sq residents, and the contractor. Assurances were given that it was a 3-months contract. The ongoing delay takes away confidence in the JMB for the residents.</p> <p>CP observed that no RLO (Resident Liaison Officer) was appointed to supervise the ongoing works. SC replied that appointing an RLO for a 3-months job would have been too resourceful.</p> <p>2) Trinity Street.</p> <p>Works are set to be completed by 29th March.</p> <p>3) Rephidim Street</p> <p>Works are being delayed – the JMB has a meeting with Playle on the 15/03/24 to discuss a solution.</p> <p>4) Simla and Burwash</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>SC identified falling concrete, roof leaks and roof replacement as major issues at hand. Roofs require renewals and Automatic Opening Vents (AOVs).</p> <p>Fire Doors, although not certified, are not an immediate concern, based upon advice from Fire Engineering Consultant.</p> <p>Finance-wise, roofs, AOVs, and roof atriums are priorities. A risk-based approach will be taken to the rest of the fire complementation. Residents have several options as to how to approach this. Meanwhile, an environmental specialist is being engaged to advice on the most optimal solution to the window replacements.</p> <p>5.7</p> <p>CP commented that the Kipling TRA should be made aware of these, for residents to decide which course of action to take.</p> <p>NP added that it is important to separate works relating to Fire Safety from other Major Works.</p> <p>CS expressed concern about the protective covers around Simla and Burwash: they are flat, not angled, and fallen pieces of concrete can bounce off them and fall on someone.</p> <p>Both buildings are required to achieve Band “C” rating per the Standard Assessment Procedure (SAP) by 2030.</p> <p>5.8</p> <p>Feasibility targets/programme are set to appear for the 28th May 2024.</p>	<p>Action: SC to review MW accounts for Hamilton Sq and feedback his findings to the Directors.</p>
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<p>5.9</p> <p>6.1</p> <p>7.</p>	<p>5) Peveril House</p> <p>Confirmation has been provide by CTS (full report to follow), that Peveril House is not a Large Panel System block.</p> <p>SC further confirmed that the roof of the building is not leaking.</p> <p>6) Meakin District Heating System</p> <p>Current plastic pipework required replacement this year and has been budgeted for by the CEO. Legal advice is being sought on whether some of the costs are recoverable from the contractor responsible for the installation of the system in 2015.</p> <p>A special Major Works meeting to be arranged mid-April to discuss this issue further.</p> <p>7) Symington House</p> <p>Replacement of electrical lateral mains and risers has been identified as urgent and will need to be tendered out.</p> <p>Secure By Design has been engaged on the issue of CCTV, to address ASB concerns in the block. On-site meeting with residents is to be organised, with the Safer Neighbourhoods Team, JMB RSO's, and Lawson TRA representatives invited to attend.</p>	<p>Action: IN to arrange a special Major Works meeting in relation to Meatin Heating System for mid-April.</p>
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>6. Remedial Electrical Works: Gateway 2 Report</p> <p>Emergency lighting that was installed on the JMB estates 10 years ago was tested by Grouts and was found to be failing in 80% of cases.</p> <p>Grouts returned with an evaluation for a 12-week program to remedy the issues.</p> <p>However, in Gateway 1 some initial contractual arrangements were changed, with emergency lighting removed from the works package that went out to tender. Party responsible for this decision is unknown.</p> <p>CP commented that it would be interesting to see when the contract was changed.</p> <p>MA said that there needs to be an understanding of what exactly happened and preventive measures put in place.</p> <p>CS observed that the number of lamps in Simla and Burwash exceeds the necessary amount and needs to be reduced. SC replied that the PCM are doing re-siting to the effect and should come back with their findings in due time.</p> <p>Directors voting to accept Grouts tender under Gateway 2: Unanimously accepted.</p>	
<p>7.</p>	<p>Beeston House Lift Renewal S20 Consultation update</p> <p>Works are set to start mid-April 2024.</p> <p>CP stressed that the residents of Beeston and the members of the Lawson TRA are to be kept updated about the progress of works.</p>	<p>Action: Major Works Manager to keep Beeston residents and Lawson TRA members updates about works progress on Beeston</p>

		House lift renewals.
8.	<p><u>AOB.</u></p> <p>CP asked if the JMB is still getting a weekly report from the Southwark Fire Safety Team regarding fire safety compliance. SC replied affirmatively.</p> <p>CS and CP observed that the RSO's should be doing monthly fire safety checks on their patches.</p> <p>JL asked what actions Stock Condition Survey involves. SC explained that a Surveyor will be going into properties for their structural assessment. Once completed, 2 year / 5 year / 30 year Business Plan is produced. The Survey is to be procured in April 2024 and should take until mid-summer to complete.</p>	
9.	<p><u>Actions:</u></p> <ol style="list-style-type: none"> 1) SC to review the list of residents due for an OT bathroom assessment and review what still needs to be done. 2) SC and IC to inform Directors about MW program on Hamilton Square. 3) IN to arrange a special Major Works meeting in relation to Meatin Heating System for mid-April. 4) Major Works Manager to keep Beaston residents and Lawson TRA members updates about works progress on Beaston House lift renewals. 5) Major Works Manager to keep Beaston residents and Lawson TRA members updates about works progress on Beaston House lift renewals. 6) Homeownership Services Officer to action support from Housing Officers for residents who require Aid & Adaptation installations. 7) SC to commission Type 4 Fire Risk Assessment and Fire Strategy for Simla & Burwash 8) JMB is to write to Hamilton Sq residents and organise on-site meeting regarding ongoing issues. – IC and SC to write to Hamilton Square, copying CP into the communication. 	

Meeting concluded.

Next meeting will be on Tuesday 28th May, 5:30pm – 7pm

